

**Subject:** New Training Materials on the ZMRBR & MIRO Transactions are Now Available on the SCEIS Website

**Audience:** Finance Directors, Procurement Directors, Agency Training Coordinators

The SCEIS Team is pleased to announce publication of new uPerform Business Process Procedures (BPPs) on reviewing blocked invoices using the ZMRBR transaction and adding unplanned freight to an invoice using the MIRO transaction. In addition to the ZMRBR BPP, the SCEIS Team has also published the presentation and notes from the ZMRBR Training Course, AP330, which was provided to users last month, in preparation for the April 2 ZMRBR implementation.

Detailed information about all of these training materials, including direct links and navigation instructions to help you access them, are provided below.

### **MIRO BPP**

The new BPP on adding unplanned freight to an invoice using the MIRO transaction is available here: <https://uperform.sc.gov/gm/folder-1.11.20409?originalContext=1.11.7840>.

You can navigate to the MIRO BPP via the SCEIS website ([www.sceis.sc.gov](http://www.sceis.sc.gov)), as follows:

1. Point your mouse to “**Training**” in the left-hand navigation bar, then select “**SCEIS uPerform**” from the menu that appears.
2. Once you reach the uPerform site, select “**Financial Accounting (FI)**” from the Areas list.
3. From the Financial Accounting (FI) page, select “**Accounts Payables**.”
4. When you reach the Accounts Payables page, scroll down choose the BPP you need: “**MIRO\_Adding Unplanned Freight to an Invoice**.”

### **ZMRBR BPP & AP330 Course Materials**

#### **uPerform BPP**

The new BPP on reviewing blocked vendor invoices using the ZMRBR transaction is available here: <https://uperform.sc.gov/gm/folder-1.11.20413?originalContext=1.11.7840>.

You can navigate to the ZMRBR BPP via the SCEIS website ([www.sceis.sc.gov](http://www.sceis.sc.gov)), as follows:

1. Point your mouse to “**Training**” in the left-hand navigation bar, then select “**SCEIS uPerform**” from the menu that appears.
2. Once you reach the uPerform site, select “**Financial Accounting (FI)**” from the Areas list.
3. From the Financial Accounting (FI) page, select “**Accounts Payables**.”
4. When you reach the Accounts Payables page, scroll down choose the BPP you need: “**ZMRBR\_Review Blocked Invoices**.”

Note: You may also access the ZMRBR\_Review Blocked Invoices BPP through the Materials Management portion of uPerform, by following this navigation path once you’ve reached the uPerform main page (<https://uperform.sc.gov/gm/workplace>): Materials Management (MM) > Procurement > Purchase Order (the ZMRBR\_Review Blocked Invoices BPP is found on the Purchase Order page).



### AP330 ZMRBR Training Course Materials

A **printable version** of the AP330 ZMRBR Training Course Guide is available here:

[http://www.sceis.sc.gov/documents/AP330 Accounts Payable and Agency Blocked Invoice Reconciler Course Guide--printable.pdf](http://www.sceis.sc.gov/documents/AP330_Accounts_Payable_and_Agency_Blocked_Invoice_Reconciler_Course_Guide--printable.pdf)

A **clickable, web-based version** of the AP330 ZMRBR Training Course Guide is available here:

[http://sceis.sc.gov/documents/AP330 Accounts Payable and Agency Blocked Invoice Reconciler Course Guide--clickable.pdf](http://sceis.sc.gov/documents/AP330_Accounts_Payable_and_Agency_Blocked_Invoice_Reconciler_Course_Guide--clickable.pdf)

You can navigate to both versions of the guide from the SCEIS home page ([www.sceis.sc.gov](http://www.sceis.sc.gov)) as follows:

1. Point your mouse to “**Finance**” in the left-hand navigation bar.
2. Select “**Finance Publications**” from the menu that appears.
3. When you reach the Finance Publications page, scroll down to the “**Accounts Payable Publications**” heading.
4. The guides are listed under the sub-heading “**SCEIS AP330 Training Course—SCEIS AP and Agency Blocked Invoice Reconciler (ZMRBR) Course Guide.**”

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link:

<http://www.sceis.sc.gov/requests/>.